

DEPARTMENT OF ATHLETICS & LEISURE SERVICES

Facility Reservation Form

Application Information (applicant must be at least 18 years of age)

Facility/Pavilion Requested: _____ Event Date(s): _____
MTWTFSS

Start Time: _____ am/pm End Time: _____ am/pm Estimated Attendance: _____

Contact Information: Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: () _____ Cell #: () _____

RULES & REGULATIONS GOVERNING USE OF PARKS/PAVILION FACILITIES

- 1) The permit group shall leave the facility in a clean and orderly fashion.
- 2) No equipment shall be removed from the premises.
- 3) The permit group shall agree to have at least one adult for every ten (10) minors.
- 4) The permit group shall accept full responsibility for the conduct of those in the group using the facility.
- 5) The sale of alcoholic beverages or drugs and gambling of any kind is prohibited in any and all parks, trails, and other recreational facilities.
- 6) No weapons of any kind are permitted in any and all parks, trails and other recreational facility.
- 7) Pets must be leashed and pet waste removed by owner.
- 8) No decorations shall be displayed or installed which shall damage or deface the building or grounds.
- 9) Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
- 10) Motorized vehicles shall not be driven upon any parkland except on designated roads.
- 11) A copy of this permit must be in possession of the applicant at all times during park use.
- 12) No artificially enhanced or amplified sound systems are permitted without prior approval.
- 13) No vending or sales of any kind are permitted without prior approval.
- 14) No glassware of any kind is permitted.
- 15) All park rules, regulations and ordinances of the City of Mesquite shall apply.
- 16) Any camping or sleeping overnight in City parks is prohibited.
- 17) All large items (bounce house, dunk tank, climbing wall etc. is prohibited without written permission from the Recreation & Parks Department. Note: **slip & slides are prohibited.**

IMPORTANT: READ BEFORE SIGNING

The applicant is an authorized agent of the group submitting this application. The applicant (and his/her organization) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Mesquite. The applicant further agrees that in consideration of being permitted to use said facilities, **he/she and the group will defend, indemnify and hold the City of Mesquite, the Mesquite Department of Athletics and Leisure Services and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property** that in any way may be caused by the applicant's use or occupancy of the facilities.

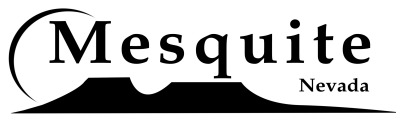
I certify that I have read and the group will abide by the rules and regulations which appear above.

Signature: _____ Date: _____

Fee Due: _____ Paid: _____ Method: _____ Check #: _____

Approved By: _____

(All park reservations subject to Recreation and Parks Director Approval)



DEPARTMENT OF ATHLETICS & LEISURE SERVICES

100 West Old Mill Road Mesquite, Nevada 89027 Phone: (702) 346-8732

Check facility after use and report. Comments/Deposit Deductions: _____

Inspected by: _____ Satisfactory _____ Return Deposit Approved: _____

Approved by: _____

COPY TO: _____ OFFICE _____ APPLICATION _____ MAINTENANCE _____ POLICE

Conditions:

1. Applicant agrees to abide by all rules and regulations of the facility.
2. \$25.00 fee for returned checks.
3. Any activities or special arrangements not specifically authorized on this application are prohibited.
4. All fees must be paid _____ days in advance of event.
5. No glass containers allowed in any park or recreation facilities.
6. Tournament schedules must be submitted 72 hours in advance of start.
7. No vehicles are allowed in any park facility.

OTHER REQUIREMENTS:

INSURANCE: The City of Mesquite does not provide insurance coverage. Contact your local agent.
Policy must state the following:

_____ This insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Mesquite.

_____ The City of Mesquite is not liable for the payment of any premium or assessment on this policy.

_____ The City of Mesquite is named as additionally insured.

_____ Name and date(s) of events being covered.

_____ GENERAL LIABILITY: Policy showing limits of \$1,000,000 comprehensive general liability insurance, and \$50,000 damage to property.

_____ GENERAL LIABILITY: Policy showing limits of \$500,000 comprehensive general liability insurance, and \$50,000 property damage coverage.

_____ PRODUCTS LIABILITY INSURANCE ENDORCEMENT: (Food or beverage sold or given away).

_____ Host Liquor Liability Endorsement.

_____ Liquor Liability Insurance Endorsement (Alcoholic beverage sold or given away).

OTHER: _____

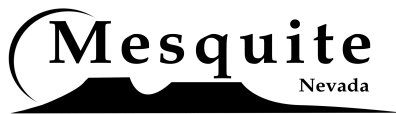
PERMITS AND LICENSES:

_____ Southern Nevada Health Permit – (Food, beverage or commodity sold to the public)

_____ Sales Permit – (Any commodity sold to the public). Nevada Department of Taxation

_____ Liquor Licenses – Must have a liquor license issued to a business in Mesquite and obtain a special event permit from the City of Mesquite.

OTHER: _____



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Park Pavilions Available for Reservation:

Veteran's North Pavilion
Veteran's South Pavilion
Hafen Pond Pavilion
Hafen Tennis Court Pavilion
Marilyn Redd Pavilion

Park Pavilion Daily Reservation Fees:

Park Pavilion fees are as follows:

<u>1-50 PEOPLE:</u>	\$50.00 cleaning deposit–refundable	\$20.00 for 3 hours (All reservations are in 3 hour blocks)
<u>50-100 PEOPLE:</u>	\$100.00 cleaning deposit–refundable	\$50.00 for 3 hours (All reservations are in 3 hour blocks)
<u>100 + PEOPLE:</u>	\$250.00 cleaning deposit–refundable	\$20.00 per hour (4 hour minimum)
<u>REFUND POLICY:</u>	Cleaning deposit will be refunded upon inspection and confirmation by the Parks Department that facility was left in a clean and orderly fashion.	
<u>NO REFUNDS:</u>	When canceled less than 24 hours from time of reservation. If unable to use park due to inclement weather, you will be allowed to reschedule at no extra charge.	

There is a **\$15.00 processing fee** to change date, time, location, or refund request.

Facility & Equipment Rental Fees:

THE DEUCE

Suite 1*	seats 50 comfortably	\$30.00 per hour (tables and chairs included)*
Suite 9	seats 30 comfortably	\$30.00 per hour (tables and chairs included)

*Suite 1 is primarily for use by government agencies and subject to a reduction / waiver of fees depending upon availability.

Recreation Center Gymnasium	\$100.00 per hour; per gym (2 available)
Recreation Center Indoor Pool	\$50.00 per hour / call for available times
Recreation Center Outdoor Pool	\$80.00 per hour/no slide / available May-Sept. \$110.00 per hour/with slide Please call for available pool times

Mobile Stage	\$400.00 per event
PA system	\$200.00 per event day / delivered, set up & taken down by staff
Table & Chairs Trailer (12 tables/200 chairs)	\$200.00 per event / delivered only *must be stacked back on trailer ready for pick-up

After hours supervisor (After 9pm)	\$50.00 per hour
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Revised 1-19-12